



pasadena humane society & spca

Veterinary Assistant

FLSA Classification
Part Time, Non-Exempt, Tier 7

REPORTS TO: Clinic Coordinator

DIVISION: Operations

DEPARTMENT: Veterinary Health

JOB DESCRIPTION

SUMMARY/OBJECTIVE

Provide humane care and treatment to all sheltered animals, including dogs, cats, rabbits, rodents, reptiles, birds, wildlife, and others.

SUPERVISORY RESPONSIBILITIES: None

JOB DUTIES AND RESPONSIBILITIES

- Administer daily medical treatment to all sheltered animals as prescribed by staff veterinarians.
- Assist veterinarians in lab work and radiology requirements, examination and treatment of animals, and emergency medical treatment as necessary.
- Participate and assist in screening room/receiving area activities, including scanning, bandaging, vaccinating, and examining animals when necessary.
- Participate in pre and post-operative functions, which include, but are not limited to, restraining animals for pre-surgical injections and IV inducing.
- Monitor animals under anesthesia during surgical operations.
- Euthanize and/or assist with euthanasia of animals as needed.
- Conduct assigned morning and evening rounds of all areas of the shelter to ensure the proper well-being of animals.
- Maintain proper paperwork and medical records as required law and department policy
- Maintain department equipment in good working condition. Report any items for repair and/or replacement as needed to appropriate supervisory staff.
- Maintain a clean and sanitary work environment in all areas of operations and holding work areas accountable to policy, which include, but are not limited to, housecleaning, sweeping, mopping, and taking out trash.
- Ensure a positive, educational approach to customer service with a goal of educating the public and keeping animals in homes as appropriate. Promote positive relations with the general public, volunteers and staff while promoting the Society's programs, policies and philosophies. Address customer complaints.
- Uphold Pasadena Humane Society's mission and contribute to building a culture of philanthropy.



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- Ensure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must participate in All Staff Meeting every third Thursday of the month.
- Must be able to work independently with minimal supervision.
- Must have valid driver's license with a satisfactory driving record.

SKILLS AND QUALIFICATIONS

- A minimum of two years' experience working with animals in a professional capacity
- Graduation from high school (or GED proficiency certificate).
- Must be at least 18 years of age at the time of appointment.
- Proficient in computer applications, including the shelter system, Microsoft suite and email.
- Strong sense of professional judgment and ability to maintain confidentiality

WORK SCHEDULE

- Must come to work regularly and on time. Must be available for early hours. Must be able to work early hours according to the needs of the department schedule, including weekends and holidays.

WORKING CONDITIONS

- Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



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The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.